

ACME ENGINEERING, INC.

_____, 20____

(Preliminary) (Final) Field Check Notification

RE: Bridge Replacement

_____ over _____, ____ km ____ of _____, in _____ County
(route) (dir) (route)

Des No. _____

Structure No. _____

PE Project No. _____ (____)

R/W Project No. _____ (____)

CN Project No. _____ (____)

Our firm is under contract with the Indiana Department of Transportation for the design of the referenced project. A (Preliminary) (Final) Field Check for this project has been scheduled for _____, 20____. The meeting will be held at _____ a.m. at the project site. Anyone wishing to provide input into the design of this project should plan to attend.

Utilities with facilities within the limits of this contract should review the plans to determine if their existing facilities are accurately shown. Utilities that believe that their facilities will need to be adjusted should attend this meeting. This meeting could provide opportunities for design changes that could eliminate some utility conflicts. Utilities will be contacted by the INDOT Utilities Engineer Supervisor at a later date concerning the project schedule and relocation coordination. The Utilities Engineer Supervisor may be contacted at (317) 232-5308.

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Distribution List:

Records Supervisor, INDOT Design Division, Records Unit (letter only)
Program Coordinator, INDOT Design Division (letter only)
Project Manager, INDOT Design Division (w/plans & x-secs) (letter only if plans do not change from initial submittal)
Utilities Engineer Supervisor, INDOT Design Division, Utilities Unit (PFC - plans w/x-secs.)
Railroad Engineer Supervisor, INDOT Design Division, Railroads Unit (PFC - w/plans)
Environmental Assessment Manager, INDOT Environmental Assessment Section (w/plans, not req'd for Interstate rehab. proj.)
Specialty Projects Section Manager, INDOT Design Division, Specialty Projects Section (1 set plans if signs, pavement markings, signals, or lighting involved)
Scheduling Coordinator, INDOT Land Acquisition Division (letter only)
Supervisor, INDOT Land Acquisition Division, Abstracting Section (PFC - 2 sets plans if add'l R/W req'd)
Manager, INDOT Land Acquisition Division, Appraising Section (w/plans if add'l R/W req'd)
Field Engineer, INDOT Contracts and Construction Division (PFC - letter only)
Chief Geotechnical Engineer, INDOT Materials and Tests Division (PFC - 2 sets w/x-secs.; FFC - 1 set)
INDOT District Director, Attn: District Development Engineer (letter only)
INDOT District Construction Engineer (2 sets plans)
INDOT District Traffic Engineer (1 set plans if traffic project, letter only otherwise)
INDOT District Operations Engineer (letter only)
US Fish and Wildlife Service (letter only)
FHWA Area Engineer (w/plans if not exempt from FHWA oversight)
Utility companies (PFC - w/plans & x-secs)
County Road Supervisor and/or Highway Engineer (letter only, unless legal drains, etc., involved)
City officials (letter only, if metropolitan area is affected)

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SAMPLE FIELD CHECK NOTIFICATION LETTER

Figure 14-1B